

Quarterly Cleaning Schedule

Quarterly Cleaning Tasks

Quarter	Task	Location	Responsible Person	Status
Q1 (Jan-Mar)	Clean HVAC system	All Locations	[Maintenance]	[Pending/Completed]
Q1 (Jan-Mar)	Inspect fire safety equipment	All Locations	[Maintenance]	[Pending/Completed]
Q2 (Apr-Jun)	Clean and polish windows	All Areas	[Cleaning Team]	[Pending/Completed]
Q2 (Apr-Jun)	Replace air filters	All Locations	[Maintenance]	[Pending/Completed]
Q3 (Jul-Sep)	Deep clean carpets	Office Areas	[Cleaning Team]	[Pending/Completed]
Q3 (Jul-Sep)	Sanitize upholstery	Lobby/Waiting Area	[Cleaning Team]	[Pending/Completed]
Q4 (Oct-Dec)	Deep clean storage rooms	Storage Areas	[Cleaning Team]	[Pending/Completed]
Q4 (Oct-Dec)	Inspect plumbing systems	Bathrooms/Kitchen	[Maintenance]	[Pending/Completed]